

**KENTUCKY BOARD OF LICENSURE FOR LONG TERM CARE
ADMINISTRATOR
MINUTES
October 2, 2013**

The Board of Licensure for Long Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on October 2, 2013.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Dr. Keith Knapp, PhD., CNHA, CNA
Barbara Lester, Citizen-at-Large
Dr. Karen Skaff, RDH, Ph.D.
Kim Nall, NHA

OTHERS PRESENT

Michael West, Assistant Attorney General
Jennifer Hutcherson – Board Administrator
Karen Lockett – O&P
Deb Day – O&P

ABSENT

Patrick Donahue
Patrick Murphy, Ph.D.
Joseph Flatt

CALL TO ORDER

Mr. Wells called the meeting to order at 10:06 a.m.

MINUTES

Ms. Nall made a motion to approve the minutes from the July 18, 2013 meeting as presented. The motion was seconded by Mr. Minnich and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial reports for the fiscal year 2013.

OCCUPATIONS AND PROFESSIONS REPORT

The Board reviewed the O&P **September and October** report. Ms. Hutcherson reported that Matt Osborne's last day as Executive Director of O&P was September 30, 2013. Gordon Slone, attorney with the Public Protection Cabinet will assume the role of Executive Director on October 16, 2013.

BOARD COUNSEL REPORT

Mr. West reported that the changes to the regulations have been filed and the comment period ended late Monday. There were no public comments and there was not a public hearing. There were also no comments regarding the fee change notice that was mailed to all long-term care administrators. A few informal comments regarding the regulation changes have been received and those will be discussed and considered. Mr. Wells and Mr. West will attend the October meeting of the Administrative Regulation Review Subcommittee on Tuesday, October 8th. Mr. Wells requested a report showing the revenue, expenditures and number of applicants for 2010, 2011, 2012 and 2013 for the ARRS meeting. Ms. Hutcherson will request the financial information from the fiscal section and pull the licensee numbers from the database. Mr. West reported that further revision on the forms would begin after this ARRS meeting on Tuesday. Also, another round of revisions to the regulations is possible in the near future to address changing the per diem amount and to make it clear that no long-term care administrator should operate more than one facility at a time.

OLD BUSINESS

The board discussed the informal comments and questions that were received.

NEW BUSINESS

The Board discussed an email received from Carrie Rowden, Executive Director of the Mississippi Board of Nursing Home Administrators regarding administering two facilities at once. The board is in agreement that no long-term care administrator should operate more than one facility at a time and will address this more clearly in the regulations at a later date. Ms. Hutcherson will respond to the email from Ms. Rowden.

The Board discussed the licensee cards. Ms. Hutcherson stated that she has received many calls from licensees who have not received a card at renewal and want to know why. Mr. Wells instructed Ms. Hutcherson to have the licensees use the online license verification system.

The Board discussed an email received from New York State regarding the work experience of applicants in countries outside of the United States. The Board agreed that an applicant from outside the United States would be subject to the same application process as a new Long-Term Care Administrator applicant. Ms. Hutcherson will respond to the email on behalf of the Board.

Dr. Knapp stated that the NAB Mid-Year meeting is November 6-8 this year and will be held in Sarasota, Florida. The board discussed sending the Board Administrator and one other Board Member to the meeting this year. Dr. Knapp made a motion to approve out of state travel for Ms. Hutcherson, Board Administrator, to attend the NAB Mid-Year Meeting. The motion was seconded by Mr. Minnich and the motion carried unanimously. Dr. Knapp also made a motion to approve sending a Board Member as the state delegate. Dr. Skaff seconded the motion and the motion carried unanimously.

Dr. Knapp reported that the National NAB Meeting will be held in Louisville in June 2014.

COMPLAINTS COMMITTEE

The complaint committee recommended dismissal of the following complaints:

- 12-140
- 13-001
- 13-003
- 13-008
- 13-012
- 13-014
- 13-017
- 13-019
- 13-021

The following complaints are still pending:

- 12-139
- 13-018
- 13-020
- 13-022

APPLICATIONS COMMITTEE

The application committee reviewed ten applications. Nine were approved and one was deferred.

- Shannon Lee Bass – Approved
- Latonia G. Bertha – Approved
- William D. Hurst – Approved
- Joseph A. Kempe – Approved

- Martha L. Setters – Approved
- Stephen K. Toadvine – Approved Pending Verification of Physicians License
- Kaye Wilson – Approved
- Adam D. Mather – Approved
- Katie M. Simpson – Approved
- Rachel M. Maynard – Deferred

The application committee reviewed two inactive requests.

- Denise Lockett – Approved
- Sheila Noe – Approved upon receipt of inactive renewal form and refund of \$50 overpayment of renewal fee

There were no reinstatement applications to review.

CONTINUING EDUCATION COMMITTEE

The continuing education committee approved the following courses:

- The Dr. Loman C. Trover Symposium – Approved for 6.0 hours
- Elmcroft Administrators' and Dietary Managers Fall/Winter 2013 Semi-Annual Seminar – Approved for 5.15 hours
- KALFA Survey Preparedness Workshop – Approved for 5.0 hours
- Brain Injury Summit – Approved for 7.5 hours
- Sysco Louisville Healthcare Expo 2013 – Approved for 4.5 hours

The continuing education committee denied the following course because it is not relevant to Long-Term Care Administrators:

- The Reiki Series and the Stress Management Series

NEXT MEETING

The next meeting is scheduled for Wednesday, November 27, 2013.

TRAVEL AND PER DIEM

Ms. Nall made a motion to approve the Board's travel and per diem expenses for the October 2, 2013 meeting. Mr. Minnich seconded the motion and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss the meeting was adjourned at 11:13 a.m.